

# **HORRY-GEORGETOWN TECHNICAL COLLEGE**

## **Summary Report on Institutional Effectiveness**

A report to

The State Board for Technical and Comprehensive Education  
and  
The Commission on Higher Education

In fulfillment of Institutional Reporting Requirements

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## **INTRODUCTION**

In the 1999-2000 cycle, Horry-Georgetown Technical College completed a comprehensive assessment of its programs and activities, and a Summary Statement about each component, along with summaries of the Major Findings is included in the following narrative. The schedule for the current cycle included a number of the College's academic programs, administrative services, and facilities.

## **GENERAL EDUCATION AND MAJORS/CONCENTRATIONS**

### **Summary Statement:**

The Program Review Committee consists of faculty, staff, and administration. The programs reviewed in the 1999-2000 reporting cycle were Electronics Technology, Electronics Engineering Technology, Forestry Management Technology, Golf Course Management Technology, Turf Equipment Technician, Landscape Management, Civil Engineering Technology, Physical Therapy Assistant, and Occupational Therapy Assistant. The recommendations for those programs were all completed, as described in the following "Findings" sections. The programs reviewed for the 1999-2000 to 2000-2001 cycle were Associates of Science; Computer Technology; Heating Ventilation, and Air Conditioning Technology; Associates of Arts; Office Systems Technology; and General Education.

### **Major Findings -- Majors and Concentrations**

#### **Electronics/Electronics Engineering Technology:**

In its assessment of Electronics/Electronics Engineering Technology, the Committee made the following recommendations: 1) Develop and implement strategies for recruiting through contracts with business/industry and high schools in the service area, 2) Develop and implement strategies that improve retention in the Electronics/Electronics Engineering Technology Department, 3) Offer Electronics/Electronics Engineering Technology in the evening beginning in the Fall Semester.

The Department completed the following actions: 1) Developed and maintained a contact list to gain information about potential students from high schools and industries within the area, 2) Developed and implemented a retention plan which called for the departmental course offerings to be modified to allow students a more prompt enrollment and access to EET courses, and 3) Offered two electronics evening courses during the Fall semester and created a total of 6 evening classes for the program.

#### **Golf Course Management Technology/Turf Equipment/Landscape Management:**

After evaluating the Golf Course Management Technology/Turf Equipment/Landscape Management department, the Committee recommended that: 1) The Department aggressively recruit students statewide in order to meet an enrollment objective of 85, 2) The Department develop distance learning courses within the programs, and 3) Continue to pursue an Associate's degree in Landscape Management to meet occupational/community demands for Landscape Superintendents.

The Department completed the following actions: 1) In order to recruit students both statewide, nationally, and internationally, the GCM Department constructed information booths at the GCSSA International Conference and Trade Show, the Carolina GCSA Conference, and the SCFAA Convention; 2) The GCM Department hosted its second annual Open House and Field Day (attended by over 100 students); 3) The GCM Department developed one course (HRT 108 – Annuals and Perennials) for distance learning; and 4) The Department determined that there was no need for an associate's degree in Landscape Management at this time, but determined that a yearly review of the need may be necessary.

### **Forestry Management Technology:**

Upon review of the Civil Engineering Technology, the Committee made one recommendation to the department. The committee recommended that the Department request adequate funding for two field data computers and supporting software, as recommended by the Forestry Management Technology Advisory Committee. The Forestry Department requested and were approved funding for the purchase of two field computers.

### **Civil Engineering Technology:**

Upon review of the Civil Engineering Technology, the Committee made no recommendations to the department. The committee found that this program positively met the criteria of enrollment, graduates, and placements. Employment opportunities are well diversified locally and in the Southeast. Faculty credentials and experience well exceed SACS and Accreditation Board for Engineering and Technology (ABET). The program has a strong enrollment and placement history. The Program Review Subcommittee commended the department for its thorough and comprehensive Departmental Report.

### **Physical Therapy and Occupational Therapy Assistants:**

To the Physical Therapy and Occupational Therapy Assistants, the Committee recommended that: 1) The Department increase marketing efforts to maintain stability and interest level in the program, 2) Maintain active viable articulation agreements with Greenville Technical College and Trident Technical College, and 3) Identify and train sufficient personnel to recruit and advise students in the program.

In response, the following actions were taken: 1) The Department developed “fliers” to promote the program and distributed the “fliers” to area agencies, 2) Articulation agreements with Greenville Technical College and Trident Technical College are still active, and, 3) Donna Nathlar-Shirley assumed the responsibility of coordinating and advising Physical Therapy and Occupational Therapy Assistant students.

## **ADMINISTRATIVE SERVICES**

### **Summary Statement:**

Horry-Georgetown Technical College conducts an assessment in the area of Administrative Services annually. The assessment is a continuing process providing formal follow-up and closure of previous years evaluations and recommendations. The assessment also will conduct an in-depth evaluation of one to two specific departments/areas each year on a rotating basis. In-depth evaluations are based upon standards of accrediting and external assessment bodies and also how well the department/area uses its resources to support the mission of the College.

### **Recommendations and Actions Taken**

The committee made four recommendations in the previous cycle from its review in the areas of Public

Information and Print Services. Three of the recommendations are completed with one still in process. The Committee recommended: 1) Investigate “charge back” system to allocate the cost of printing to the department obtaining the service and make a recommendation on the finding, 2) Develop a master plan for the realignment of the space on the Conway Campus, in conjunction with the construction of the new Library/Student Support building, 3) The Marketing and Recruitment Committee investigate ways to increase the effective participation of department heads in its work and develop methods to provide feedback to the departments on marketing/recruitment issues, and 4) Request, with a cost-benefits evaluation, new equipment showing the savings or expenses for the print shop.

In response, the following actions were taken: 1) Fred Bauer evaluated the concept of a “charge back” system and found that this action would not be in accordance with Generally Accepted Accounting Principles (GAAP) as they relate to Public Colleges and Universities, 2) The Marketing and Recruitment Committee revised the marketing plan to include department heads and allowed for an increased amount of feedback from individual departments, and 3) The print shop developed a cost-benefits proposal for new equipment.

The recommendation for the cabinet to develop a master plan for the realignment of the space on the Conway Campus, in conjunction with the construction of the new Library/Student Support building is still in progress. The delay in completion of the master plan is due in part to changes made in the new building and what will be housed there. Two items have been decided in the space utilization. 1) The old Library space will be used for the Barnes and Nobles College Bookstore. 2) The area adjacent to the current bookstore, currently used for pool tables and video games, will be utilized as an extension of the Counselors and Academic Center after remodeling.

## **FACILITIES**

### **Summary Statement:**

The purpose of this review is to insure that the College maintains a physical environment and atmosphere conducive for effective learning. Generally, the Sub-Committee for Facilities may review and assess the following areas: 1) Space Management; 2) Building, Grounds, and Equipment Maintenance; 3) Safety and Security; and 4) Facilities Master Plan. The Sub-Committee for Facilities reviews the physical environment of the College, using criteria established by the Southern Association of Colleges and Schools (SACS), evaluating College goals, Departmental Objectives, and Critical Success Factors. Space Management, Building, Grounds, and Equipment Maintenance, Safety and Security, and Facilities Master Plan are all within the scope of this component.

### **Recommendations and Actions Taken**

The committee made four recommendations. The committee recommended that: 1) On the Conway Campus, curbs should be well marked where parking is prohibited and “No Parking Zones” should be clearly marked in writing, as should staff/faculty zones; 2) Classrooms on the Georgetown Campus should be inspected for educational effectiveness, specifically, measures should be taken to improve soundproofing where needed; 3) To assess the buildings on the Conway Campus – particularly Buildings 100, 200, and 1000 – regarding “reasonable accommodations: for the disabled, and to implement the necessary changes; and 4)

During the first week of classes, a memo should be sent to all instructors for reading to students outlining parking regulations, and the consequences of illegal parking.

In response, the following actions were taken: 1) New signage was added; curbs were painted; and “no parking” stenciled on curbs; 2) the Georgetown Campus renovations were completed; 3) The buildings on Conway Campus were assessed for “reasonable accommodations” and the needs prioritized; and 4) A memo was sent on August 23 from the Vice President for Student Development’s office regarding student-parking violations.

## **ADMINISTRATION**

### **Summary Statement:**

Horry-Georgetown Technical College reviewed its administrative resource unit primarily using criteria provided by the Southern Association of Colleges and Schools, ACT 629 and ACT 359. In addition, interviews and written requests for information were used and analyzed as appropriate. Improvements have been made as a result of previous recommendations.

The Administration Sub-Committee of Horry-Georgetown Technical College reviews the administrative functions of the college from the Dean level and above, specifically the following offices: President; Senior Vice-President; Vice-President for Planning and Development; Vice-President for Education; Vice-President for Student Development; Dean, Grand Strand Campus; Dean, Georgetown Campus; Dean of Extended Campus Services and Academic Support; Dean, Tourism, Industry and Technology; Dean, Human and Computer Services Division; and Dean, College Transfer Division.

### **Recommendations and Actions Taken**

The committee made one recommendation. The committee recommended that: maintenance storage space is needed on the Georgetown and Grand Strand Campuses, and should be formally requested. As a response, the maintenance storage space was formally requested.